

STATE
OF
GEORGIA

RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date

2. Agency Application No.

INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.

FOR RECORDS MANAGEMENT DIVISION USE:

Date Received Application No. Date Completed

DEC 18 1973 73-594-A JAN - 3 1974

3. AGENCY, Division, Subdivision & Administering Office Address

Department of Transportation
Division of Administration
General Support Services- General Files
Atlanta, Georgia

4. Person to Contact

M. Bradford

5. Working Title

Records Mgt. Offices

6. Tel. No.

656-5253

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1961- To Date

9. Exact Series Title

Airport Project Construction File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the construction of airports.

See attached list for documents included in the series.

File is arranged numerically by project number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	4 1/2	7		1 1/2	3/4
Legal-size File Drawers			Floor Space Occupied (Square Feet)	6	
				This Year's	Last Year's
				10	10
				Preceding Year's	All Prior Year's
				5	
			AVERAGE DAILY REFERENCES	10	10
				5	

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain.

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [] [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 7 years:

- a. ☐ STATE LAW b. ☒ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Georgia Code Annotated Section 3-705 action upon simple contracts in writing shall be brought within six years after the right of action shall have accrued.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR ☐ FISCAL YEAR - ☒ Other Completion of project and final the State payment to city or county

☐ Hold in the current files area month(s)/ year(s):

☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Destroy immediately after cut off.

☒ Other: (Specify) Place file in inactive project file; cut off inactive project file at end of calendar year; hold in current files area one year; transfer to State Records Center; hold six years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Note: If the Department is involved in litigation on a project, the file will be retained seven years after the case is settled.

Attach Samples of the Series

Records Management Officer

26. Recommendations

☐ Approved ☐ Disapproved

Head of Agency/Designee

In Paragraph

State

☒ Approved ☐ Disapproved

Department of Audits/Designee

25 are:

Records

☒ Approved ☐ Disapproved

Secretary of State/Designee

Committee

☒ Approved ☐ Disapproved

Department of Law/Designee

Date 11/11

Date 11/11

Date 12-21

Date 12-21

Date 12-21

AIRPORT PROJECT FILE

11. The series contains the following documents:

(1) Contract File

- a. Contract for construction of airport (simple contract)
- b. Affidavit for prior approval of subcontractors on equipment
- c. Supplemental agreement
- d. Map Showing location of project
- e. Telegram to Commissioner giving authorization data
- f. Maintenance Agreement
- g. Special provisions

(2) Statement Voucher Payment File

- a. Monthly statements (form HD 9)
- b. Final voucher
- c. Final payment by State to county/city
- d. Transmittal letter and other correspondence
- e. Requests for allotments (form HD 107)
- f. Letters showing checks paid to county/city

(3) General File

- a. Final acceptance report
- b. Correspondence
- c. Plan sketches
- d. Notification that project is ready for inspection

(4) Estimate file

- a. Detailed cost estimate



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

Amended 74-352+74-353, 10/3/74

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		4. Person to Contact M. Bradford		
		5. Working Title Records Mgt. Offices		6. Tel. No. 656-5253

7. ACTION REQUESTED

<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.	<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.
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8. Earliest & Latest Dates of Series 1961- To Date	9. Exact Series Title Airport Project Construction File
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10. What is the function of the office in which this record series is created

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YES NO

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- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
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- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut off.
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Records Management Officer

26. Recommendations

[] Approved [] Disapproved

In Paragraph

State

[X] Approved [] Disapproved

Head of Agency/Designee

Date 12/17/73

Department of Audits/Designee

Date 12-26-73

Secretary of State/Designee

Date 12-21-73

Department of Law/Designee

Date 1-4-74

25 are:

Records

[X] Approved [] Disapproved

Committee

[X] Approved [] Disapproved

AIRPORT PROJECT FILE

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(3) General File

- a. Final acceptance report
- b. Correspondence
- c. Plan sketches
- d. Notification that project is ready for inspection

(4) Estimate

- a. Detailed cost estimate

(5) Test File

- a. Certification of materials
- b. Final acceptance
- c. Daily test report

Estimate and
Test File transferred
to Office of Materials
and Test —
Standards No. 74-352 and
74-353